

Parking Policy

Introduction

This policy provides clear guidance on the University's provision of car parking.

1. The University has a limited number of parking spaces available for use by Staff, Students and Visitors. A permit system is in place for parking in University Car Parks, anyone parking without a valid permit may be issued with a parking penalty notice.
2. This policy outlines what parking provision is available at both City and Coach Lane Campus, and the guiding principles which will be used to allocate permits.

General Principles & Definitions

3. Staff

All staff have the right to apply for a parking permit (payable at the agreed rate).

4. Visitors

There are parking spaces available for University staff to book on behalf of visitors attending the University. Details on how to book can be found [here](#).

5. Definitions:

- **Private Bay** - a designated car parking space will be allocated to an individual at an agreed cost for use Monday to Friday
- **Hunt and Park Permit**- allows the recipient the opportunity to park in a designated area on a first come, first served basis and does not guarantee a space will be available. Permits are issued on a ratio of 1:2.5 (for every 100 spaces 250 permits will be issued).
- **Disabled Permits** – holders of authorised disabled parking badges will be required to apply for a University Car Parking Permit to park in designated spaces.
- **Out of Hours Permit** - allows the recipient the opportunity to park in a designated area between the hours of 15:00 and 09:00 weekdays and all day at weekends. Parking is on a first come, first served basis and does not guarantee a space will be available.
- **Out of Hours Pay and Display Permit** - allows the recipient the opportunity to park between the hours of 15:00 and 09:00 weekdays and all day at weekends when purchasing a pay and display ticket. A pay and display ticket can be purchased at the onsite ticket machines or via a cashless system (APCOA connect). Parking is on a first come, first served basis and does not guarantee a space will be available.

- **Pay and Display Permit** - allows permit holders to park when purchasing a pay and display ticket. A pay and display ticket can be purchased at the onsite ticket machines or via a cashless system (APCOA connect). Parking is on a first come, first served basis and does not guarantee a space will be available.

Use and Permits

6. Fees

City Campus

Private Bays	£1200 per annum
Hunt and Park	£400 per annum
Disabled Permits	No Charge
Out of Hours	£200.00 per annum

Coach Lane Campus

Private Bays	£400 per annum
Pay and Display	£150 per annum + Pay and Display daily charge
Out of Hours Pay and Display	£75.00 per annum + Pay and Display charge
Disabled Permits	No Charge

7. Methods of Payment

- Salary Sacrifice (UNN Staff only) (Please note that new applications cannot be accepted from April 2017)
- Payroll Deduction (UNN Staff only)
- Standing Order
- Annually via online payment
- Quarterly via online payment

8. Permit Cancellation

A notice period of one month is required for the cancellation of a parking permit.

9. Allocation of Permits

In the event of a change in parking policy, which results in a reduction of spaces, or permits to be made available, permits will be withdrawn on the basis of last in first out.

Waiting lists will be maintained for permits should demand exceed supply.

When permits become available, new permits will be allocated via the waiting list.

10. One virtual permit per holder will be allocated, with the facility via the new management company's online portal to update vehicle registrations when required.

11. Weekend Parking at City Campus

Private bay holders will have a number of bays available to them on a weekend and Bank Holidays but on a hunt and park, first come first served basis.

Pay and Display parking marked at the CCE and Lipman car parks will be available for all staff and members of the public for pay and display at a cost of £1 per hour or £4 per day.

12. All Staff

Staff joining the University will not be automatically provided with a parking permit, and will need to apply for a parking permit.

13. Works on Campus

Campus Services may require use of parking bays for contractor compounds whilst building works are completed. Private Bay holders will be reallocated alternative parking for the affected period.

14. Complaints

A Complaints procedure is available upon request.

This document was updated on 8 February 2017 and will be continuously reviewed as needed.